

# Certified Associate in Project Management (CAPM)<sup>®</sup>

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## Overview

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CAPM® is a globally recognised certification that shows employers that you have the knowledge and experience to manage projects. As an essential step in building your career, it gives you a strong foundation in key project management skills.

### Why get a CAPM® certification

The project management industry is growing: by 2030, the global economy will grow from 90 million project professionals to 102 million in project-oriented roles.<sup>1</sup> With a CAPM® certification, you'll build a skillset that will help you successfully manage projects, large and small.

Our instructor-led CAPM® Exam Preparation course gets you ready for the CAPM® exam and teaches you the skills you need to work as a project manager.

<sup>1</sup> <https://www.pmi.org/learning/thought-leadership/narrowing-the-talent-gap>

## Key topics

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During the course, you will explore four key areas:

- Project Management Fundamentals and Core Concepts
- Predictive Plan-Based Methodologies
- Agile Frameworks/Methodologies
- Business Analysis Frameworks



## Objectives

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### Course duration: 4 days

This course aims to prepare aspiring project practitioners for the task of passing the CAPM® certification exam. CAPM® certification validates student knowledge of project management best practices:

- The fundamentals of project management and the role of a project manager
- Predictive and agile project management practices
- Business analytics, procurement, communication, stakeholder, risk and resource management
- Project management environment and project iteration management
- Supporting the delivery of any project on schedule, on cost and budget, within scope, and on quality

## Exam & certification

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### CAPM® certification

The CAPM® certification demonstrates to employers, clients, and colleagues that you possess the foundational knowledge and skills to work on project teams using various approaches, including predictive project management, agile principles, and business analysis. To earn your CAPM® certification you need to meet the experience and education requirements and pass the CAPM® examination. This course provides you with the required education hours you need to be eligible to apply for the CAPM® certification and counts towards the education hours required for the Project Management Professional (PMP)® exam.

### CAPM® examination

The exam is a 3hr computer-based 150 question exam. Questions are a combination of multi-choice, multi answer, matching and fill-in-the-blank. Participants will be able to assess their ability to successfully pass the exam, through regular testing of knowledge throughout the program.

***The exam is provided by PMI. Exam fees are paid directly to PMI when you apply for the PMP® certification and so are not included in the cost of the course.***

Please refer to [pmi.org/CAPM](https://pmi.org/CAPM) for eligibility requirements.

## Course delivery

### Can be conducted onsite, virtually, or at our premises.

This highly interactive course is delivered by instructors who:

- Are PMP® credential holders.
- Have obtained the Authorised Training Partner Instructor seal and are authorised to teach CAPM® exam prep.
- Exclusively use the official course materials developed by PMI.

### Materials:

You will be provided with:

- A copy of the Certified Associate in Project Management (CAPM)® Exam Official Cert Guide (published by Pearson IT Certification) which contains access to over 300 practice exam questions.
- 1 year's access to digital materials through the PMI Choice web portal, which includes:
  - Digital copy of the Student Manual.
  - Spotlight Videos that enhance and extend the classroom learning experience.
  - Course content mapped to the Exam Content Outline (ECO)

PM-Partners group is a Global PMI® Registered Education Provider (R.E.P.).

## Who is this course for?

A CAPM® certification is valuable in any role in any industry, including:

Students / Entry level-project professionals /  
People changing careers / Project professionals  
supporting the delivery of a project

### PMI-ACP EXAM ELIGIBILITY

To be able to apply to sit the PMI-ACP exam, you will need:

- Secondary school diploma

- 2 years of agile experience within the last 5 years (a current PMP® satisfies this requirement but is not mandatory)
- 28 hours of training in agile practices, frameworks, and methodologies

Click [here](#) to visit the PMI website for further details on eligibility.

\*Participants holding any of the Project Management accreditations (CPPP/ CPPM/ CPPD) are eligible to earn **20 CPDs**.



PM-Partners has been reviewed and approved by the PMI® Authorized Training Partner Program as a Premier ATP (ID: 1394).

# Why learn with PM-Partners?

## Because we turn your career goals into reality.

Poor project skills are consistently quoted as a key reason for project failure. To be successful in project delivery, it's critical to invest in yourself and the capabilities of your team. This means setting clear goals and making a commitment to continuous improvement.

Certification and training is a vital part of this journey. But you need to know which foot to put forward, and when, to ensure you're heading in the right direction. That's where our expert guidance and support comes in.

## Tell us where you want to go

At PM-Partners we start every conversation with the question, 'Where are you trying to go?' We then apply our expertise to show you exactly 'how' to get there.

We believe that having the relevant skills and methodologies is critical to delivery success, and ultimately career success. Depending on your aims, our team of professional development consultants will work closely with you to create a development pathway, or team training program, that aligns with your goals.

## Helping to develop professional capabilities for 25 years

Our accredited programs provide certification and development across a range of globally recognised project management and delivery streams.

Each year, our expert facilitators train and certify more than 12,000 people throughout Australia, New Zealand and South-East Asia to best practice standards. All highly qualified practitioners in their field, they draw from real-life scenarios and their own experience to add real value for individuals, teams and organisations.

## Our promise to you

PM-Partners is committed to providing industry leading education that is relevant, up-to-date and designed to meet your specific needs.

We offer qualifications in multiple disciplines, including key products in PeopleCert's best practice portfolio, such as ITIL®, PRINCE2® Project Management, PRINCE2® Agile Project Management, PRINCE2® Programme Management, Prince2® Portfolio Management, and P3O®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits and Change Management; as well as the Scaled Agile Framework® (SAFe®); and Business Analysis programs from The Australian Chapter of the International Institute of Business Analysis™ (IIBA®), to name a few.

To find out more about how we can help you or your organisation uplift their capability, contact the experts on 1300 70 13 14.



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Head of Training



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Corporate Training  
Sales Consultant



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Corporate Training  
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Corporate Training  
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Public Training  
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\*Please note: payment is due 14 days before course start date.

## Buy now, pay later with interest-free terms

Pay just 50% of your course fee now and pay the other 50% 14 days before your course starts. Select invoice on checkout and one of our consultants will call you to arrange your payment plan.



## Customer story

Listen to Dominic Cain speak about how he went from being a young Chef to a Programme Director.



[vimeo.com/pmpartners/customer-story](https://vimeo.com/pmpartners/customer-story)

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PM-Partners have been leaders in training and professional certification for over 20 years. Our trainers are highly qualified practitioners in their chosen fields.

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## Contact us:

### SYDNEY OFFICE

Level 5  
45 Clarence Street  
Sydney NSW 2000  
Phone: 1300 70 13 14

### MELBOURNE OFFICE

Level 21  
459 Collins Street  
Melbourne VIC 3000  
Phone: 1300 70 13 14

### BRISBANE OFFICE

Level 24  
215 Adelaide St  
Brisbane QLD 4000  
Phone: 1300 70 13 14

### CANBERRA OFFICE

Level 4 & 5  
15 Moore Street  
Canberra ACT 2601  
Phone: 1300 70 13 14

### PERTH OFFICE

Level 1  
111 St Georges Terrace  
Perth WA 6000  
Phone: 1300 70 13 14

### SINGAPORE OFFICE

20 Bendemeer  
Road #03-12  
Singapore 339914  
Phone: +65 6818 5771

[info@pm-partners.com.au](mailto:info@pm-partners.com.au) | [www.pm-partners.com.au](http://www.pm-partners.com.au)

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